

CROWSNEST CONSOLIDATED SCHOOL COUNCIL BY-LAWS

1.0 NAME

The name of the School Council is Crowsnest Consolidated School Council.

2.0 POWERS AND DUTIES

- (a) Review of the By-laws of the School Council.
- (b) May advise the principal and the Board respecting any matter relating to the school.
- (c) May consult with the principal, who is ultimately responsible, concerning matters on students having the opportunity to meet educational standards or on matters which ensure that the fiscal management of the school is in accordance with Board requirements.
- (d) May develop a common vision for the school and work to implement that vision by facilitating communication, planning, and resource allocation regarding priorities and programs that are needed to meet the expectations of the local school community.
- (e) Work to develop an understanding and respect for the roles of the school staff within the parameters that school councils do not govern the school nor involve themselves directly in determining professional practices and that only school boards hire and fire school staff.
- (f) Do anything it is authorized under the regulations of Board Policy.

3.0 MISSION

To actively support the students, parents and staff of C.C.H.S. thereby enhancing student learning.

4.0 MEMBERSHIP

4.1 There shall be 14 members of the School Council as follows:

- (a) the principal of the school or designate;

- (b) a teacher at the school, elected by the teachers at the school;
- (c) 10 parents of students enrolled at the school, elected at the general meeting in accordance with section 6.3 (referred to as parent members);
- (d) one person appointed in accordance with Section 4.2 (referred to as the community member);
- (e) one person who is a student enrolled in the school, elected by the students enrolled in the school.

4.2 At the May regular meeting, the School Council shall establish a committee of members to seek nominations for a community member who has an interest in the school, review the nominations, contact the nominees for their consent to be a member and submit the names for selection and appointment at the general meeting.

5.0 OFFICERS

5.1 The officers of the School Council shall be the Chair, Vice-Chair, Secretary-Treasurer.

5.2 Election of Officers

- (a) Every member of the School Council is eligible to be elected as an officer of the School Council.
- (b) Elections of officers shall be held at the general meeting.
- (c) The term of office for all officers is one year.

5.3 Duties of Officers

- (a) Chair - The Chair of the School Council:
 - (i) calls and chairs meetings of the School Council and prepares the agenda for meetings;
 - (ii) is responsible for the overall functioning of the School Council;
 - (iii) provides liaison with the Board;
 - (iv) represents School Council at external functions i.e., Key Communicators Meeting.

- (b) Vice-Chair - shall assist the Chair and assume the duties of the Chair in his or her absence.
- (c) Secretary-Treasurer - The Secretary Treasurer of the School Council:
 - (i) shall record and be the custodian of the minutes of the School Council and shall prepare and file correspondence of the School Council as required by the Chair.
 - (ii) shall be responsible for all financial transactions of the School Council, maintain accurate accounts, present a financial statement at all meetings of the School Council and prepare an annual statement of receipts and disbursements.

6.0 MEETINGS AND VOTING

- 6.1 The first regular meeting of the School Council shall be called not later than 30 days after the start of the school year.
- 6.2 The School Council shall have a minimum of 5 regular meetings in each year.
- 6.3 General Meetings:
 - (a) A general meeting shall be held in June of each year for the purpose of electing the parent members, appointing the community member and electing the officers of the School Council.
 - (b) All parents of children enrolled at the school are entitled to vote at the general meeting.
 - (c) The quorum for the general meeting is 10 parents of students enrolled in the school.
- 6.4 A special meeting of the School Council may be called as necessary at the discretion of the Chair and shall be called by the Chair upon the request of 4 members of the School Council.
- 6.5 All parents of students enrolled at the school and all school council members shall be given notice of all meetings and agenda of meetings.
- 6.6 Notice of meetings and the agenda of meetings is sufficiently given school council members at least two days before the meeting.

6.7 A quorum for regular and special meetings shall be 7 school council members of which a majority are parent members.

6.8 Meetings of the School Council shall be held at C.C.H.S. Library, the second Monday of the month.

6.9 All parents of students enrolled at the school are entitled to attend all meetings of the School Council.

7.0 COMMITTEES

7.1 The School Council may establish standing committees at their discretion.

7.2 The School Council may appoint ad hoc committees to perform particular non-continuing functions. The School Council shall designate the powers and terms of the committees.

8.0 GENERAL

8.1 No member of a School Council shall receive any remuneration for acting as a member of the School Council.

8.2 Where an internal school council dispute arises, the School Council may establish an ad hoc committee to review the dispute and report to the School Council with recommendations.

8.3 In these By-laws 'parents' shall include the guardians of the student enrolled in the school.

8.4 These By-laws shall come into force upon approval by a majority of parents of students enrolled in the school who vote at a special meeting of the School Council called for that purpose.

8.5 These By-laws shall continue in force from year to year unless amended at a special meeting of the School Council called for that purpose and the amendment is approved in accordance with Section 8.4.

Revised June 9, 1997